



Diversity Recruitment Suggestions & Tips

- ❖ Understand your own beliefs and attitudes about diversity and the positions that you are filling and the populations that you are targeting. Be aware of how this could affect both the way you write job descriptions, as well as how you screen and interview.
- ❖ Incorporate nontraditional networking channels to produce a diverse applicant pool. A strong diverse, informal network is a critical part of any successful recruitment effort.
- ❖ Cultivate organization partnership with groups catering to the needs and interests of people of color, women and the disabled.
- ❖ Establish formal relationships with schools that have great diversity in their student body. This measure will ensure that you are always cultivating talent for your future talent pool.
- ❖ Make sure that all levels of management have received diversity training or they might not be in a position to give a fair evaluation during the hiring process.
- ❖ When using an interview panel, make sure that it is culturally diverse to minimize potential bias.
- ❖ Be sure that the qualifications established for a given position are really needed to do the job, and are not ones based on assumptions.
- ❖ Place advertisements in new media geared towards people of color, females, and persons with disabilities.
- ❖ Ensure referral agencies used; refer people of color, females, and persons with disabilities.
- ❖ Participate in community/organizational activities related to diversity.
- ❖ Include diversity in company publications, advertisement, brochures, and website.
- ❖ Encourage employees to refer diverse candidates.

A decorative border surrounds the central text area. It features a variety of African-inspired patterns and animal silhouettes. At the top center is a grey elephant. On the left side, from top to bottom, are a yellow turtle, a yellow and black striped square, a red and black diamond pattern, a red and black striped square, a red and black snake, a green and black striped square, a green and black cross pattern, a green crocodile, and a green and black striped square. On the right side, from top to bottom, are a yellow giraffe, a red and black striped square, a red and black diamond pattern, a green and black striped square, a green and black cross pattern, a green lizard, a red and black striped square, a green and black cross pattern, a green and black striped square, and a green and black striped square. At the bottom center is a grey fish. The patterns are primarily in red, yellow, green, and black.

Tips on Retaining A Diverse Work Force

- ❖ Create and maintain a welcoming work environment.
- ❖ Understand how a diverse workforce contributes to the company's bottom line.
- ❖ Implement a diversity training program for all employees.
- ❖ Include diversity as a part of your strategic initiatives.
- ❖ Monitor and review all levels to ensure proper representation of people of color, females, and persons with disabilities.
- ❖ Review performance reviews to ensure that individuals are not receiving unfair ratings.
- ❖ Review promotional opportunities to ensure that people of color, females, and persons with disabilities are given equal opportunity for promotional opportunities.
- ❖ Review merit increases to ensure fair distribution.
- ❖ Evaluate requirements for promotion on job-related criteria and ensure that people of color and females are not required to possess higher qualifications than others do.
- ❖ Encourage managers/supervisors to incorporate diversity discussion into their regular staff meetings.
- ❖ Recognize employees who embrace diversity.